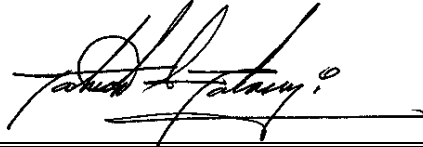


**IDAHO STATE
DEPARTMENT OF AGRICULTURE**

APPROVED BY:



ORIGINAL EFFECTIVE DATE:

April 21, 2004

REVISION DATE:

TITLE: VEHICLE MANAGEMENT PLAN

Replaces the USE AND MAINTENANCE OF STATE VEHICLES POLICY

I. Introduction

The employees of the Idaho State Department of Agriculture (ISDA) are required to travel throughout the state to carry out the department's mission. There are a variety of tasks that necessitate travel including field inspections, data collection, meetings, enforcement and emergency response. ISDA acquires and maintains a fleet of vehicles to assist in carrying out these tasks. The purpose of this plan is to provide policies and procedures for management, use, maintenance, acquisition and disposal of department vehicles in a cost effective manner.

II. State Policy

Executive Order No. 2000-16, in summary, directs each agency to implement a written vehicle management policy and a vehicle management information system. Executive Order No. 2003-14 requires that all vehicles operated and purchased in the Treasure Valley must produce the least amount of emissions possible given program operating, business and customer needs. The Division of Financial Management's Budget Development Manual http://dfm.idaho.gov/st_agency_guide/BDM/FY2006/BudManContents.html provides mileage guidelines for vehicle replacement. The Office of Performance Evaluation Publications 98-03, 00-03 and 02-02 evaluate state vehicle management practices and make recommendations for improvement.

III. ISDA Vehicle Plan Objectives

This plan is designed to carry out state policies and guidelines for effective management of state vehicles. The plan also provides department policies and procedures as needed to optimize vehicle utilization, reliability and safety as efficiently and effectively as possible. Specific objectives of this plan include:

- A. Acquire and maintain a fleet of vehicles that provides the greatest functionality for intended department uses at a reasonable cost.
- B. Acquire vehicles that are safe, reliable, and reasonably comfortable.
- C. Insure maximum vehicle availability for emergencies or critical events.
- D. Manage vehicles for user safety, reliability, lowest air emissions as practical, comfort and cost effective long-term operation and utilization.

E. Dispose of vehicles that are no longer needed, safe, reliable or economical to operate.

There are five vehicle management functions the department designates for accomplishing these objectives. These functions include plan administration, acquisition, utilization, maintenance and disposal. The following sections provide the policies and procedures for each of these functions.

IV Plan Administration

ISDA's Financial officer is responsible for administering the Vehicle Management Plan. Duties include planning and monitoring the operation of fleet management systems. The Fiscal section is responsible for maintaining the ongoing operations of the fleet management systems. Duties include accomplishing vehicle acquisition and disposal, carrying out and overseeing maintenance operations, maintaining the flow and compilation of required data, and preparation of periodic reports.

V. Vehicle Acquisition and Disposal

- A. Vehicles are purchased from the department's annual budget as appropriated by the Legislature. In most budget years, funds are requested to replace some vehicles. Occasionally additional vehicles are requested for new program requirements. On rare occasions a vehicle may be purchased for special unanticipated or emergency purposes without a specific appropriation with written approval by the Division of Financial Management.
- B. The following are the factors the department considers in determining what vehicles need funding for replacement or disposal.
 1. Age - Older vehicles will be considered first for sale and replacement. Six (6) to eight (8) years will be considered to be the expected life of a department vehicle, though other considerations will also play a critical role.
 2. Usage - Vehicles driven less than six thousand (6,000) miles annually will be considered for transfer. Frequency of use may be a factor in retaining any particular vehicle. Vehicles with a use of less than one hundred thirty (130) days during the year will be considered for relocation or disposal. The responsible division administrator should be prepared to provide written justification for vehicles in this situation.
 3. Condition - Vehicles that are reported to be in fair or poor condition will be considered for replacement.
 4. Mileage - Vehicles with high mileage (seventy-five thousand-one hundred thousand [75,000-100,000] miles or more) will be considered for replacement as recommended by the Division of Financial Management Budget Development Manual.
 5. Maintenance Cost - Vehicles that develop a high maintenance cost (greater than fifty percent [50%] of the residual value in any fiscal year) will be considered for replacement.
 6. Need - When a vehicle is no longer needed at a location due to changes of assignment or the nature of the work being done, the vehicle will be considered for transfer to another location where the need is greater.
 7. The condition of the vehicle is no longer safe for the average driver to operate and the cost of making it safe is excessive.
 8. There is a special justification for replacement.

- C. During the annual budget preparation, ISDA's Deputy Director and Fiscal staff review the department fleet with division administrators to determine if any vehicle needs a funding replacement request. Also an assessment is made as to what kind of vehicle would be the appropriate replacement. If funding is appropriated for vehicle replacement, vehicles are to be replaced as budgeted unless otherwise approved by the director.
- D. The Idaho Department of Administration, Division of Purchasing, annually provides state contracts for agency purchase of a variety of vehicle types. These contracts are awarded to a number of vehicle dealerships around the state, and are normally open from winter to late spring of each year. Department vehicle requirements should be purchased using the state contracts unless timing or function requirement cannot be met. Vehicles that are to be purchased off contract must be competitively bid. In general, ISDA does not consider vehicle leasing as a viable or economical acquisition alternative given its availability of funds and long term needs. In all cases the Fiscal staff administers the acquisition processes.
- E. Vehicles are disposed by public auction, public bid through advertisement, or transferred to another state agency upon approval of the director and the State Board of Examiners. In general a vehicle is disposed when it is no longer needed or no longer cost justifiable. Vehicles that do not receive at least 6,000 miles of annual use and are eight (8) years or older should be seriously considered for disposal. A vehicle that receives funding for replacement may not be disposed of immediately following replacement provided it is still safe, reliable and economically usable, and there is a demonstrated need for further use.
- F. Lettering on state-owned or leased vehicles - All vehicles should be marked in accordance with Idaho Code Title 49, Chapter 24, Section 49-2426 upon acquisition, unless officially exempted, and this lettering shall be removed prior to disposal.
- G. Alternatively fueled and hybrid vehicles will be considered for use in the Treasure Valley whenever practical.

VI. Vehicle Utilization

In general ISDA maintains a fleet of vehicles that is to be used in pursuit of the department's mission. The use of department vehicles for personal use or other non-official business is strictly prohibited. Individuals who are not on state business may not operate or ride in a state vehicle unless the director or the director's designee has granted prior approval. In special cases the department maintains certain vehicles to be readily available in the event of emergencies where the department has a mandated responsibility. Division administrators are responsible to ensure that all of their employees are aware of the procedures and policies governing the use of motor vehicles.

A. Allocation of Vehicles

1. Department vehicles are either allocated to a division motor pool or dedicated to a specific function within each division. Motor pools provide for considerable vehicle sharing, generally high utilization, but sometimes may have availability limitations. Motor pool vehicles tend to be more all-purpose in function. Motor pools work well where the number of users is relatively large and the number of trips per user is relatively small. One or two individuals in each division manage a motor pool and thus vehicles are maintained consistently.

2. Function assignment provides for higher availability and specialization but may have low utilization. Function assignment works well where regular travel is required by one or more individuals to accomplish the function objectives. Dedication of a vehicle to a function may also be required where it has an emergency response responsibility or must be specially equipped. With dedicated assignment, vehicle maintenance is the responsibility of the assigned user or users. Proper oversight of vehicle maintenance is part of every division administrator's performance evaluation.
- B. Standards of Use
1. According to the state vehicle management reports prepared by the Office of Performance Evaluations, the annual use standards of eight different states ranges from 8,000 miles to 15,000 miles. The state of Idaho has no official comparable standard. Based on their analysis of the standards of other states, the Office of Performance Evaluation has reported that the "national standard" is 12,000 miles.
 2. The use of ISDA's vehicles may vary considerably given the variety of uses, users, season and locations of travel. Compared to the standard proposed by the Office of Performance Evaluation, the department has vehicles that are driven more than 12,000 miles per year while others are driven less. Many vehicles receive heavy use in the summer but light use in the winter.
 3. The department will seek to manage most vehicles to achieve a per vehicle annual average of at least 6,000 miles for its fleet. The exception to this is that some vehicles are used primarily for seasonal field work.
 4. Another exception is vehicles that are maintained for emergency purposes. These guidelines may be overridden due to special changes in workload or executive decision. Other exceptions to these guidelines must be justified in writing and renewed annually. Factors to consider in justifying an exception include needed travel frequency, short travel distance, special equipment or high availability. A vehicle that is underutilized without justification may be subject to reassignment or disposal.
- C. Operating Requirements
1. Driver requirements
The driver of a department vehicle must:
 - a. Be an employee of the state of Idaho
 - b. Hold a valid driver's license.
 2. Driving requirements
A driver of a department vehicle:
 - a. Must obey all traffic laws.
 - i. Any employee driving an ISDA vehicle in an unsafe or reckless manner may be subject to dismissal or other disciplinary action.
 - ii. Any employee who is cited for a violation of such regulations may be held personally liable for any damage if the employee is acting outside the course and scope of duty, and may be subject to disciplinary action up to and including dismissal.
 - iii. Employees will be personally liable for fines arising from violations of state and local traffic regulations.
 - b. Must wear a seat belt at all times when driving or riding in a state vehicle.
 - c. Must attend a Defensive Driving Course every two years.
 - d. Must demonstrate common courtesy toward other drivers and pedestrians.

3. Supply list of state-owned and leased vehicles:
 - a. It is each employee's responsibility to inspect the vehicle for required safety equipment and to report any missing items to the appropriate division staff member for replacement.
 - b. Each vehicle shall have:
 - i. A spare tire
 - ii. An ice scraper
 - iii. A basic first aid kit.
 - iv. A fire extinguisher (BC #2)
 - v. A flashlight
 - vi. Safety triangles
 - vii. Trash bags for car interior.
 - viii. A copy of this policy
 - ix. A vehicle logbook.
 - x. A vehicle credit card for fuel purchases.
 - xi. Registration (Proof of Ownership).
 - xii. The "State of Idaho Accident Report Guide," the "Certificate of Financial Responsibility," and a copy of the "Citizen's Claim Procedure" must be kept in each vehicle as required by the Office of Insurance Management.
 - c. If traveling on state or federal lands, the following is also required:
 - 1) Axe
 - 2) Bucket
 - 3) Shovel
 - d. Vehicles operating in remote locations during inclement weather may require additional safety equipment, such as tire chains.
4. No smoking will be allowed in any vehicles owned or leased by the Idaho State Department of Agriculture. Employees who disregard this policy may be subject to disciplinary action up to and including dismissal.
5. Use of state-owned vehicle - taxable fringe benefit
When an employee commutes to and from home in a state-owned vehicle assigned to the employee for the employee's regular use, the Internal Revenue Service requires that tax be withheld on the value of that non-cash fringe benefit. The supervisor of an employee in this situation should contact Human Resources (332-8520) for details on meeting IRS reporting requirements.

D. Vehicle Recordkeeping and Reporting

Reliable, meaningful and periodic data reporting are essential to the effective monitoring and management of the department's vehicles. ISDA uses Excel, Word and Outlook as supporting technologies for record keeping and reporting. As resources permit, the department will work to upgrade information systems and improve the effectiveness of record keeping and reporting. The reporting process is to be administered by the Fiscal staff.

1. Individual Vehicle Reports

- a. Each individual responsible for a vehicle or group of vehicles will submit a monthly report to the division administrative assistant for entry into the department's internal fleet management system by the second Monday of each month.
- b. Each individual responsible for a vehicle or group of vehicles is to keep a file on each vehicle. This file shall contain all utilization and maintenance records for a vehicle.

2. Division and Department Reports
 - a. The Fiscal staff will compile and distribute monthly reports to each administrator for review of vehicle utilization. Reports should contain, at a minimum, the following information:
 - 1) End of month mileage
 - 2) Service performed
 - 3) Condition of each vehicle
 - b. The Fiscal staff shall maintain a database of vehicle identification, location, use, maintenance and condition. This database shall be updated monthly and made available for review. At a minimum the monthly management report shall contain the following:
 - 1) A list of all vehicles by location with current total mileage and mileage accrued in the prior month for each vehicle.
 - 2) A compiled report charting average vehicle mileage for each of the last 12 months by division
 - c. Each division shall prepare an annual report of condition and status of department vehicles in July of each year. This report is to be provided to ISDA's executive management team.
 - d. Additional special reports may be prepared as needed.
 - e. ISDA's Fiscal staff is to keep all records of vehicle acquisitions and disposals.
- E. Use of Vehicle Credit Cards

Each vehicle is assigned one official vehicle credit card to be used to purchase fuel, oil, lubrication and minor repairs. Employees will observe the following rules when using this credit card:

 1. Vehicle credit cards are only to be used for the purchase of fuel, oil, lubrication and minor repairs, which do not exceed \$200.00. Any costs over \$200.00 are to be itemized and charged to the employee's state purchase card (p-card). Any cost over \$750.00 is considered a major repair and requires authorization from the division administrator.
 2. The vehicle license plate number needs to be clearly written or stamped on all charge tickets.
 3. The vehicle driver must sign all charge tickets.
 4. Tires, tubes, or batteries are not to be purchased with the vehicle card, except in emergency situations.
 5. Double-check to ensure gallons purchased, price per gallon, amount, and fuel type are legible.
 6. Report all lost or stolen cards immediately to Fiscal staff.
 7. Fuel and other approved items are to be purchased only at stations equipped to take state vehicle credit cards. Ask station attendant prior to fueling vehicle if state credit cards are accepted.
- F. Vehicle Insurance and Loss Reporting
 1. Automobile Accidents:
 - a. Call for assistance if injuries occur.
 - b. Do not move or help injured person(s) if doing so would cause further injury.
 - c. Take all reasonable steps to prevent further bodily injury or property damage from occurring at the accident site.
 - d. Notify the police unless there are no injuries and the damage is estimated to be less than \$750.
 - e. Get the name and address of each witness.

- f. If the other person feels the state employee is responsible for the accident, give him/her a copy of the "Citizens Claim Procedure." DO NOT ACCEPT RESPONSIBILITY.
 - g. If the state-owned vehicle is not operable, have it removed to a state-owned lot or location.
 - h. If serious bodily injury or extensive property damage occurs, contact your supervisor and the Bureau of Risk Management immediately at 332-1860.
2. Follow-up on Loss Reporting:
 - a. Notify your supervisor and the Fiscal staff immediately.
 - b. Complete the State of Idaho Auto Accident Report form. Your supervisor will sign the completed form and submit it to ISDA's Fiscal staff.
 - c. Obtain two estimates of repair as soon as possible and forward them to Fiscal staff.
 - d. If the loss is due to theft, vandalism, or larceny, include the police report with your State of Idaho Accident Report.

VII. Vehicle Maintenance

All department vehicles are to be kept safe, clean and in good operating condition. Maintenance of assigned vehicles is the responsibility of the person to whom the vehicle is assigned. Division administrators shall designate someone in each division responsible for the maintenance of the division's pooled vehicles.

- A. Routine or preventative maintenance is an important component of vehicle management. In general, routine maintenance should follow the manufacture's recommendations. If no recommendations are available, then maintenance should be performed at a minimum of every 3,000 miles or six months, whichever occurs first. Appendix A provides the guidelines for routine maintenance to be used with department vehicles.

Users of department pooled vehicles are to assist with maintenance as follows:

1. Inspect the vehicle prior to use (See Appendix B)
2. Vehicles shall be cleaned, inside and out, on a regular basis. Reimbursement requests for car washes should be submitted on the employees travel claim or purchased with a state purchasing card.
3. Record the trip in the trip log.
4. Lock the vehicle.
5. Report any operational problems.
6. All state vehicles operated in the Treasure Valley or based in counties that require compliance with the Annual Automotive Inspection and Readjustment (AIR) Program must have a current emission test.

B. Major Repairs or Replacements

1. A major repair or replacement is defined as any cost over \$750.00 and must have the division administrator's authorization. Any costs over \$5,000.00 require prior written approval by the Fiscal staff.
2. Division administrators must be notified before any major purchases or repairs. An estimate for all repairs should be obtained prior to calling for authorization. All work done on a vehicle will be logged in the vehicle expense record.
2. Tires are to be replaced when they no longer meet legal tread requirements. Tires must be purchased from the vendor holding the state contract.
3. Charges for services and repair should be turned in as soon as the work is done, to expedite payment.

APPENDIX A: Routine Maintenance Guidelines

To be followed when manufacture's recommendations are not available.

MAINTENANCE ITEM	EVERY 3,000 MILES	EVERY 7,500 MILES	EVERY 15,000 MILES	EVERY 30,000 MILES
Lube, Oil Change & Filter Replacement General Check-Over	or every six months whichever comes first			
Tire Rotation & Brake Inspection		X		
Automatic Transmission Service & Inspect Shock Absorbers			X	
Replace Fuel Filter			X	
Accessory Drive Belt Inspection				X
Check Alignment & Inspect Suspension				X
Replace Air Filter, & PCV Filter				X
Minor Tune-up, Spark plug Replacement & Ignition Inspection				X
Engine Cooling System Service & Flush				X
Differential Service (4 x 4 include transfer case rear & front differential				X
Annual Emission Testing in counties where required				

APPENDIX B: Driver Pre-Use Pooled Vehicle Inspection

Prior to each use of a pooled vehicle, the driver should check the following items for proper, safe and reliable operation. Items needing maintenance or repair should be reported to the person in charge of the pooled vehicle following use or corrected immediately to insure safe and reliable operation.

Driver:		Date:
ITEM	OK	PROBLEMS
Tires properly inflated and roadworthy		
Spare tire available and inflated		
Safety belts working		
Sufficient fuel and oil		
Brakes (foot and emergency)		
Rearview mirrors		
Windshield clean and free of defects		
Windshield wipers and wash		
Horn		
Head lights		
Tail lights		
Brake lights		
Turn signals		
Emergency flashers		
<u>POST VEHICLE USE</u> Please note any items needing attention and turn sheet to the person in charge of the pooled vehicle or notify ISDA's Fiscal staff.		